

## EXAMINATION INFORMATION ALERT

### County Corrections and Sheriff's Officer Promotional Processing Schedule 2015/2016

This alert is intended to notify appointing authorities and candidates of the timeframes that apply to the N.J. Civil Service Commission's 2015 and 2016 announcement and testing schedule for County Corrections and Sheriff's Officer promotional titles. This information, hopefully, will assist appointing authorities and potential promotional candidates with their respective planning needs. Candidates may also go to the Civil Service Commission's website ([www.state.nj.us/csc](http://www.state.nj.us/csc)) when an announcement is issued, to obtain an orientation guide which will include the specific test date that corresponds to their promotional announcement.

|  | <b>Employer<br/>Requests<br/>Announcement<br/>no later than</b> | <b>CSC Issues<br/>Announcement</b> | <b>Applications<br/>must be filed<br/>by this<br/>Deadline</b> | <b>Eligibility is<br/>determined<br/>using this<br/>Closing Date</b> | <b>Tentative<br/>Month of<br/>Written<br/>Exam</b> |
|--|---|------------------------------------|--|--|--|
| <b>County<br/>Corrections &amp;<br/>Sheriff's<br/>Officer<br/>Sergeant</b>   | Sept. 1, 2014<br>Sept. 1, 2015                                  | Nov. 1, 2014<br>Nov. 1, 2015       | Nov. 21, 2014<br>Nov. 21, 2015                                 | Nov. 21, 2014<br>Nov. 21, 2015                                       | May 2015<br>May 2016                               |
| <b>County<br/>Corrections &amp;<br/>Sheriff's<br/>Officer<br/>Lieutenant</b> | Sept. 1, 2014<br>Sept. 1, 2015                                  | Nov. 1, 2014<br>Nov. 1, 2015       | Nov. 21, 2014<br>Nov. 21, 2015                                 | Nov. 21, 2014<br>Nov. 21, 2015                                       | May 2015<br>May 2016                               |
| <b>County<br/>Corrections &amp;<br/>Sheriff's<br/>Officer<br/>Captain</b>    | Sept. 1, 2014<br>Sept. 1, 2015                                  | Nov. 1, 2014<br>Nov. 1, 2015       | Nov. 21, 2014<br>Nov. 21, 2015                                 | Nov. 21, 2014<br>Nov. 21, 2015                                       | May 2015<br>May 2016                               |

As the above schedule reveals, the N.J. Civil Service Commission (CSC) annually issues Sergeant, Lieutenant and Captain announcements for the County Corrections and Sheriff's Officer title series. The CSC will automatically initiate new announcements based on the expiration date of an existing list. However, if a promotional list is exhausted or is expected to be exhausted or rendered incomplete prior to its expiration date, an Appointing Authority should initiate a new announcement and submit its request by the appropriate deadline indicated above.

Approved:  **Director, Test Development and Analytics**

Date Issued: January 2015